

IDAHO BOARD OF MORTICIANS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 9/11/2017

BOARD MEMBERS PRESENT: Debbie C Mikesell - Chair
Craig L Geary

BOARD MEMBERS ABSENT: James R. Sommer

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Maurie Ellsworth, General Counsel
Dicsie Gullick, Management Assistant

The meeting was called to order at 2:03 PM MDT by Debbie C Mikesell.

EXECUTIVE ORDER

Ms. Cory updated the Board on the information and process for public comment which has been added to the Board's website.

NEXT MEETING was confirmed for January 9, 2018 at 9:00 AM MST.

NEW BUSINESS

DISCUSSION ON CHANGES TO ESTABLISHMENT APPLICATIONS AND RENEWAL FORMS

Ms. Hall presented drafts of the establishment applications and establishment renewal forms with suggested edits. Mr. Geary made a motion to approve the application and renewal forms as suggested. It was seconded by Ms. Mikesell. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from The International Conference of Funeral Service Examining Boards (The Conference) regarding transitioning to online score reporting. Mr. Geary made a motion to authorize Ms. Gullick to be listed as Primary Authorized Representative and Ms. Hall to be listed as Secondary Authorized Representative on the Electronic Score Reporting Authorization Form. It was seconded by Ms. Mikesell. Motion carried.

The Board reviewed correspondence from The Conference regarding the 114th Annual Meeting February 28-March 1, 2018. Mr. Geary made a motion to authorize sending a Bureau staff member and a Board member to the Annual Meeting and pay expenses. It was seconded by Ms. Mikesell. Motion carried. Ms. Gullick is to contact Mr. Sommer to see if he is interested in attending. If he is not, Mr. Geary will attend on behalf of the Board.

The Board reviewed correspondence from The Conference regarding annual membership dues. Mr. Geary made a motion to approve payment of the annual membership dues. It was seconded by Ms. Mikesell. Motion carried.

EXECUTIVE SESSION

Mr. Geary made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Mikesell. The vote was: Mr. Geary, aye; and Ms. Mikesell, aye. Motion carried.

Mr. Geary made a motion to come out of executive session. It was seconded by Ms. Mikesell. The vote was: Mr. Geary, aye; and Ms. Mikesell, aye. Motion carried.

APPLICATIONS

Mr. Geary made a motion to table the following application pending receipt of documents:

#901126990

It was seconded by Ms. Mikesell. Motion carried.

Mr. Geary made a motion to approve the following application for licensure pending inspection:

FEA – 1476

It was seconded by Ms. Mikesell. Motion carried.

Mr. Geary made a motion to respond to correspondence regarding the funeral establishment wishing to hold an open house by stating that the open house should be held after the license is issued. It was seconded by Ms. Mikesell. Motion carried.

Mr. Geary made a motion to approve the following applicant for MCA licensure pending the establishment license being issued:

#901035093

It was seconded by Ms. Mikesell. Motion carried.

Mr. Geary made a motion to approve the following applicant for licensure pending receipt of documents and Board Chair review:

#901058480

It was seconded by Ms. Mikesell. Motion carried.

ADJOURNMENT

Mr. Geary made a motion to adjourn the meeting at 3:04 PM. It was seconded by Ms. Mikesell. Motion carried.

Debbie C Mikesell, Chair

Craig L Geary

James R. Sommer

Tana Cory, Bureau Chief